



# Time Management Checklist

1. Project *(be specific)*

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2. Determine deadline for completion *(enter into calendar, day planner etc.)*

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3. Outline Tasks & Prioritize *(Break down task into parts and determine the order in which you will do them)*

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4. Mile-markers *(mini-deadlines-put specific dates and times)*

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5. Delegate *(be specific, name the task, who will be responsible for completion and by what date).*

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6. List potential distractions and set up a plan to minimize or avoid them completely.

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